



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Performance Evaluation System Report of Performance Rating Instructions

PURPOSE

The Performance Evaluation System (PES), a system for the appraisal of employee work performance, was established to promote the effective and economical operation of the District government. The rating period for the PES begins on **April 1** and concludes on **March 31** of each year (e.g. April 1, 2002 – March 31, 2003). This system provides supervisors with an opportunity to communicate performance expectations to their employees and to provide them with specific feedback about their performance. The *Report of Performance Rating* (P.O. Form 12) is used by supervisors to evaluate and document their employees' job performance.

REPORT OF PERFORMANCE RATING INSTRUCTIONS

The *Report of Performance Rating* (P.O. Form 12) should be completed by the employee's immediate supervisor. If you have any questions regarding the employee's eligibility to receive an official performance rating, please consult Part II of Chapter 14 of the District Personnel Manual (DPM). All ratings must be received in the D.C. Office of Personnel (DCOP) no later than **June 30**.

1. Complete the employee information section as follows:
 - 1) **Employee's Name:** Last, First, and Middle Initial.
 - 2) **Title:** Provide the employee's position title.
 - 3) **Grade/Step:** Provide the employee's current grade and step.
 - 4) **Rating Period:** Provide the rating period dates.
 - 5) **Agency:** Provide the agency name and agency code.
 - 6) **Date Completed:** Indicate the date that the report was completed.
 - 7) **Type of Report:** Indicate if the report is a Scheduled/Official Rating, an Unscheduled/Unofficial Rating, or an Exit Rating.
 - 8) **Dates Supervised:** Provide the first date in the rating period that the employee was supervised by the rating official.
 - 9) **Type of position:** Indicate if the position is Full-Time, Part-Time, Full-Time Temporary, Part-Time Temporary, or WAE/Intermittent.
2. On the *Report of Performance Rating* (P.O. Form 12), underline all of the sub-factors that are relevant to the employee's position.
3. On the *Report of Performance Rating* (P.O. Form 12), rate the employee's performance for each of the underlined items using the following symbols:
 - a. A plus sign (+) indicates that the employee is strong in a sub-factor.
 - b. A check sign (√) indicates that the employee's performance is acceptable in a sub-factor.
 - c. A minus sign (-) indicates that the employee needs improvement in a sub-factor.
4. Use the *Performance Rating Worksheet* to determine the employee's rating in each major factor, as well as the overall performance rating.
5. On the attached page, provide written justification explaining the employee's performance.
6. Before meeting with the employee, sign the *Report of Performance Rating* and provide it to the reviewing official so that he/she may review and sign the evaluation.
7. If the rating is either "Outstanding" or "Unsatisfactory," submit the *Report of Performance Rating* (P.O. Form 12) with the reviewing official's signature to the Agency Director for final review and approval.
8. After obtaining all of the required signatures, meet with the employee to discuss the evaluation and to obtain his/her signature. The employee's signature acknowledges that the rating has been discussed with the employee.
9. Make two (2) photocopies of the completed and signed evaluation:
 - 1) Send the original copy and all supporting documentation to the Performance Management Unit in the DCOP by **June 30**.
 - 2) Provide a copy to the employee.
 - 3) Retain a copy for your records.



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RATING CRITERIA AS DEFINED IN PART II OF CHAPTER 14 OF THE DISTRICT PERSONNEL MANUAL

Outstanding: *The rating of Outstanding shall be accorded for performance which not only exceeds normal job requirements but is outstanding and deserves special recognition.*

Excellent: *The rating of Excellent shall be accorded to an employee for performance that fully meets all job requirements and is consistently superior in the major duties of the positions.*

Satisfactory: *The rating of Satisfactory shall be accorded when overall performance meets job requirements, and if performance requirements are not met, performance in other duties compensates for the deficiencies.*

Unsatisfactory: *The rating of Unsatisfactory shall be assigned for performance which fails to meet the minimum requirements of the majority of duties relating to the occupied position.*